

DRUG PRICE REDUCTION PROCESS

This document details one way you could mark items to assist with stock control and ordering. While there are multiple ways to do/manage this process, we have prepared this document based on the most common option. Further options are available, and Fred encourages discussion of these via the Fred Help Centre forums <https://help.fredhealth.com.au/forums> to help you find the best solution for your store.

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PROCESS OVERVIEW

- **Step 1:** Add the Drug Price Reduction items you wish to monitor to a Draft — This document will show how to do this with Fred Mobility
- **Step 2:** Use the draft to create an Item Group by right-clicking — This is to assist reporting, item find etc
- **Step 3:** Use the draft to perform a Quick Action to add Item Location and mark items as do not place on purchase orders — Item Location will allow you to quickly find these items



NOTE: Do not place on purchase orders will prevent templates adding these to drafts automatically, but allow manual addition.

- **Step 4:** Add "Item Location" column to drafts screen to allow quick item identification

Step 1: Add the Drug Price Reduction items you wish to monitor to a Draft

This document will show how to do this with Fred Mobility.

To add the Drug Price Reduction items you wish to monitor to a Draft:

1. Login to Fred Mobility using your Fred Office *username* and *password*.

2. Select **Ordering**.

3. Select **New Draft**.

4. Scan the item or enter a code for an item you wish to order.

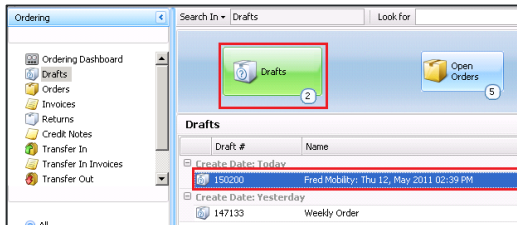
5. Type a quantity to add to the draft.
6. On your Fred Mobility device, press **[ENTER]**.

7. Repeat the process for all items to be added to the new draft.
8. Once complete logout of Fred Mobility and return your device to the charger.

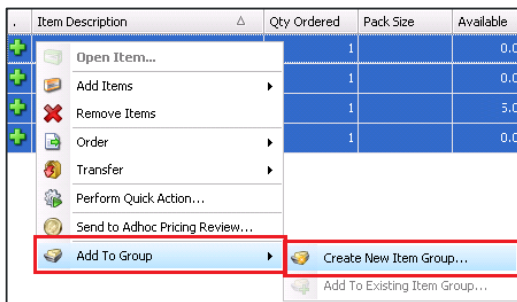
Step 2: Use the draft to create an Item Group

To use the draft to create an Item Group:

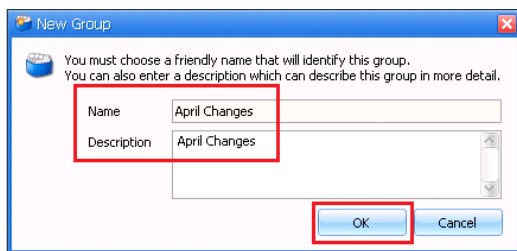
1. Log into Fred Office.
2. In the **Ordering** tab, click **Drafts**.
3. Double-click to open the draft created.



4. Click on the first item in the draft to select/ highlight it, then press **[CTRL] + A** to select all items in the draft.
5. Right-click and select **Add to Group > Create New Item Group**.



6. Enter a **Name** and **Description**, then click **[OK]**.



7. To finish, click **[Save and Close]** on the top of the screen.

Step 3: Use the draft to perform a Quick Action to add Item Location and mark items as do not place on purchase orders

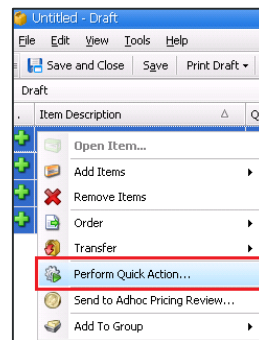
Item Location will allow you to quickly find these items.



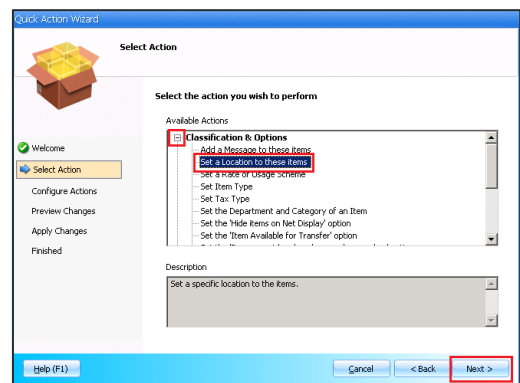
NOTE: Do not place on purchase orders will prevent templates adding these to drafts automatically, but allow manual addition.

To use the draft to perform a Quick Action:

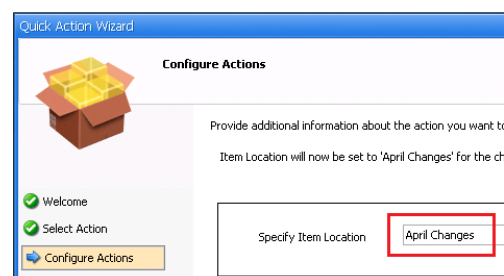
1. While all items are still selected, right-click and select **Perform Quick Action**.



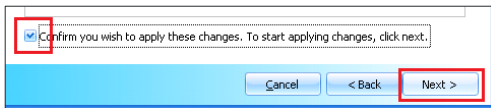
2. Expand **Classification & Options** and select **Set a Location to these items**, then click **[Next]**.



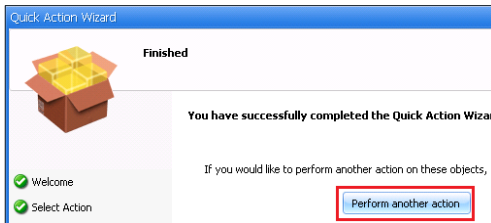
3. Enter the location. For example "*April Changes*", then click **[Next]**.



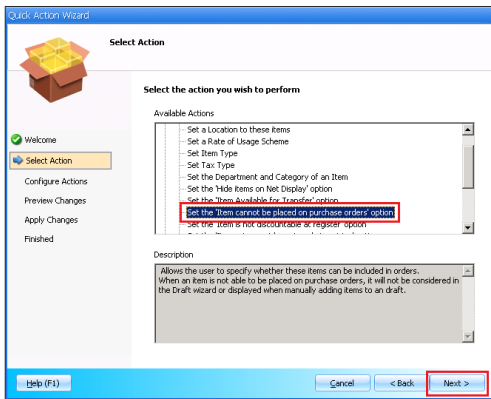
- Click to **Confirm you wish to apply these changes** checkbox, then click **[Next]**.



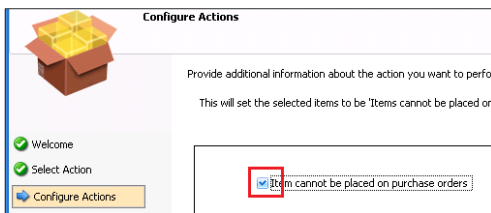
- Click **[Perform another action]**.



- Select **Set the item cannot be placed on purchase orders option** (also under **Classification & Options**), then click **[Next]**.



- Select **Items cannot be placed on purchase orders**, then click **[Next]**.

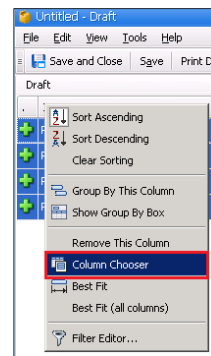


- Click **Confirm you wish to apply these changes**, click **[Next]**.
- Click **[Finish]**.

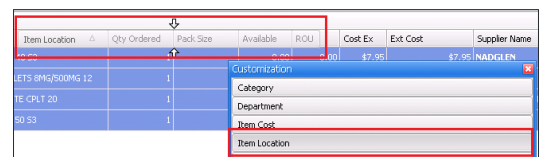
Step 4: Add Item Location column to drafts screen to allow quick item identification

To add "Item Location" column to drafts screen:

- Right-click on any column heading and select **Column Chooser**.

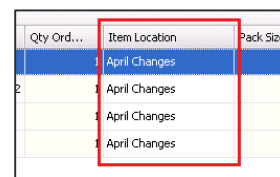


- Click and drag **Item Location** into the column heading row.



NOTE: You will notice little arrows appear to indicate where the column will be dropped to help you.

The "Item Location" column will now display.



NOTE : Column layout will save per user, so each user may need to add this column into this screen to assist them quickly find these items.



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